



Director - The Cape Eleuthera Institute

Cape Eleuthera, The Bahamas

January 2018

Position Description

Cape Eleuthera Institute (www.ceibahamas.org) is seeking a Director to lead this established research station with numerous ongoing projects and a team of research staff, interns and graduate students. The institute, founded in 2006, is situated on Cape Eleuthera, Eleuthera, The Bahamas and prides itself in re-inventing the paradigm of how science gets funded, executed and communicated. Over the last decade the institute has expanded its portfolio of marine ecology and conservation related research to include every major marine ecosystem in the greater Caribbean region, including coastal, coral reef and pelagic and deep ocean habitats.

This position would suit either an established scientist or an experienced research manager, who is excited to lead, support and mentor a team of young scientists. The ideal candidate should be enthusiastic about working at a non-traditional academic institution that believes in integrating education at every level into primary research. Suitable candidates must have a diverse and entrepreneurial approach to funding science and education and experience fundraising in diverse arenas including traditional 'hard money' grants and 'soft money' from private donors.

The ideal candidate is well-organized, a self-starter who takes initiative, has a passion for environmental conservation and a love of teaching students of all ages. They must be willing to live and work closely with the local community and wider organisation including The Island School (www.islandschool.org), The Centre for Sustainable Development (www.csdbahamas.org), the Deep Creek Middle School (www.dcmsbahamas.org) and our Educational Programs and Outreach Divisions. This position goes beyond the traditional 9-5 role and we are looking for an invested candidate who is committed to a full time, on-site position that requires dedication to our organisational philosophy, our community and its people. Preference will be given to suitably qualified Bahamians who are strongly encouraged to apply.

Qualifications & Skills

Must Have:

- **Either:** A PhD in Biological Science or related field with experience leading and managing teams of people. **OR:** A MBA/MSc (or equivalent) with extensive research administration and management experience.
- Excellent interpersonal, verbal and written communication skills
- A proven track record of building and leading teams of scientists and/or engineers
- Successful project management track record
- Experience in organisational management
- A successful track record and an entrepreneurial approach to fundraising from diverse sources
- A passion for science, education and conservation

Preferred to Have:

- Knowledge of tropical marine ecosystems
- Prior teaching and curriculum design experience in traditional and non-traditional settings
- A robust publication record with multiple publications in a diverse range of journals and disciplines
- Experience supervising undergraduate and graduate students for thesis research
- Excellent presentation skills
- Ability to tolerate a seasonal (very) hot climate, bugs, and isolated but tight-knit community

Responsibilities

- Develop a strategic vision for the future that focuses on collaborative and innovative approaches to relevant conservation science questions, that both supports our educational mission and can attract traditional and/or philanthropic funding
- Lead, mentor and support a team of young scientists with a focus on interdisciplinary collaboration
- Manage the day-to-day operations of a busy and remote research station (Scheduling, staffing, budgets, projects, etc)
- Facilitate the delivery of authentic, high quality research experiences to students across all of our organisation (Island School, DCMS, Educational Programs & Outreach)
- Organise and lead fundraising efforts in multiple arenas
- Participate in the management and overall strategic direction of the wider organisation

- Develop new and maintain existing relationships within scientific community, universities, NGOs and government organisations.

Compensation & Benefits

- Salary commensurate with experience
- Room, board and medical insurance
- 20 days of paid vacation per year
- Eligibility for matching retirement plan after two years of service
- Professional development opportunities

Schedule

This is a full-time position requiring a minimum of a two year commitment with an annual review, and the potential for extension depending on circumstance. Cape Eleuthera Institute operates year round and working hours vary depending on project needs but are typically Monday-Friday (40 hours/week), however, evening and weekend work will be required. Special events will require periods of time outside of normal working hours when staff must be on site for extended periods.

Application

Applicants should submit electronically in PDF format to the email address below:

1. Letter of application that states career interests, experience and qualifications for the position.
2. Current curriculum vitae.
3. A short essay (Max one page) that addresses the following question: How can education and outreach enhance rather than detract from scientific research?
4. Three references (to include name, address, telephone number and email address) familiar with the applicant's work.

Submit all of these materials in PDF format detailing your interest and experience. Please send your application to: 0a30@app.catchthebest.com. We are collecting applications until the position is filled. The anticipated start date is 1st July 2018. We are a Bahamian equal opportunity employer.